



DEPARTMENT OF THE NAVY  
NAVAL SCHOOL OF HEALTH SCIENCES  
BETHESDA MARYLAND 20889-5611

IN REPLY REFER TO:

NSHSBETHINST 5216.2N  
Code OS

07 NOV 2001

NSHS BETHESDA INSTRUCTION 5216.2N

From: Commanding Officer, Naval School of Health Sciences,  
Bethesda

Subj: CORRESPONDENCE MANAGEMENT PROGRAM

Ref: (a) SECNAVINST 5216.5D  
(b) SECNAVINST 5210.11D  
(c) SECNAVINST 5212.5D  
(d) NTP-3  
(e) SECNAVINST 5215.1C  
(f) SECNAVINST 5212.5D  
(g) NSHSBETHINST Notice 5216

Encl: (1) Action routing slip  
(2) Routing for Incoming Mail Flowchart  
(3) Routing Official Navy Correspondence Flowchart

1. Purpose. To update standard procedures for the management of official correspondence, control of reports, management of the Directive Issuance System and the operation of the Command Central Files.

2. Cancellation. NSHSBETHINST 5216.2M

3. Policy. The following policies and procedures shall govern the Correspondence Management Program for the Naval School of Health Sciences (NSHS), Bethesda:

a. Management Control. The receipt, distribution and control of all official correspondence, directives, naval messages and reports are assigned to the Director, Support Services. Assisting in carrying out the management control of Command correspondence is the Head, Administrative Support Department (ADSUPP).

b. Incoming Correspondence. All incoming unclassified correspondence, including naval messages and guard mail, will be received and made available to respective departments by 1000 daily. All official correspondence will be opened and date stamped. Correspondence not requiring action or reply will be forwarded to the appropriate department for review and information purposes.

c. Correspondence Tracking. Correspondence requiring reply or endorsement will be entered into the Command Tracking System and routed to the appropriate department for action. Enclosure (1) is a sample action routing slip for correspondence entered in the Tracking System. The Administrative Officer is responsible for determining the appropriate department for each action or tasking. If an action route slip is mis-routed, it should be delivered to either the Administrative Officer or Administrative Leading Petty Officer for review, discussion and/or possible re-routing. Action due dates are assigned by the ADSUPP and normally allow five working days to prepare draft response for review. Correspondence addressed via this Command requiring a routine endorsement will normally have a due date of five working days for endorsement, signature and mailing. Extension of due dates may be requested through the Administrative Officer. Only the Commanding Officer, Executive Officer, and the Director, Support Services can extend action due dates. The action routing slip will indicate if the reply will be signed "By direction" or by the Commanding Officer. Classified correspondence on messages will be immediately delivered to the Classified Material Custodian for safeguarding and further processing.

d. Preparation of Outgoing Correspondence. Outgoing correspondence, of all types, shall be prepared as described in reference (a). All naval correspondence should be well organized, natural, compact and active in nature. An informal and clear writing style is important and should be stressed along with grammatical correctness. The purpose of the communication should be clearly identified at the beginning of the correspondence and any requests for action should be plainly stated. When requesting corrective actions, a helpful instructive tone should be used.

(1) Correspondence prepared for the Commanding Officer's signature is to have all supporting documents attached (references, previous correspondence, etc.). For any non-routine issues, a summary sheet should be included to provide information to the Command Suite. Endorsements to correspondence will have the necessary copies of the letter. The original tasking cover sheet to the correspondence will be included to close out the completed tasking.

(2) All correspondence shall bear the appropriate Standard Subject Identification Code (SSIC), indicated in reference (b).

(3) All outgoing correspondence shall be serialized by using the originator's department identification code and a command serial number that will be issued on an annual basis at the beginning of the calendar year as a consecutive number.

Internal correspondence and naval messages shall not be serialized.

(4) Official correspondence shall be signed only by personnel formally designated with "By direction" authority. Reference (g) lists positions authorized to sign "by direction". "By direction" authority does not include correspondence that establishes policy, addresses changes to the Command's mission, pertains to military justice, provides a negative reply to a higher authority, or is required by law or regulations to be signed by the Commanding Officer.

(5) A copy of signed correspondence will be returned to the correspondence originator.

(6) The following procedures apply to all official outgoing correspondence:

(a) All outgoing correspondence signed "By direction" of the Commanding Officer shall have a file copy prepared and delivered to Admin Support Department by the close of business each Thursday. Directors are to review the "By Direction" correspondence prior to submission of the file copy. Admin Support Department will prepare a reading file for routing to the Commanding Officer at the close of each week. Following the Commanding Officer's review, the reading file will be forwarded to each Director/Department Head for review of any notes or corrections on correspondence. After review, the reading file will be returned to the Administrative Department where it will be maintained until it is due to be destroyed in accordance with reference (c).

e. Outgoing Message Correspondence. Naval messages will be prepared as outlined in reference (d). All outgoing messages, except those pertaining to funding by NSHS, will be routed to the Administrative Support Department Leading Petty Officer for releasing authority after routing through directorate chain of command. Administrative Support Department will ensure delivery of draft messages to the Naval Message Center.

f. Filing Procedures. Correspondence will be filed as outlined in references (b) and (c). Classified correspondence will be secured and managed by the Classified Materials Custodian as prescribed by reference (e). Command files will be centrally located and managed by the Administrative Support Department.

g. Naval Directives Issuance System (NDIS). Administrative Support will:

Establish and maintain a Command Directives Central Files.

Maintain NDIS

(3) Ensure local directives are prepared, maintained and filed in consonance with reference (e).

(4) Ensure external directives are received, distributed and filed as required.

Conduct annual review of all NSHS instructions.

(6) Review all proposed instructions and manuals prior to signature. Official master file copies of all Navy Directives as required by references shall remain within Administrative Support Department. Copies will be maintained and can be accessed on the NSHS computer server under the NSH04/NSHINST directory.

h. Command Files and Archives. The Administrative Officer shall ensure adherence to the provisions of references (c) and (e) regarding records retention, disposition, and maintenance of Command Archives. By 31 January of each calendar year, all archived files will be reviewed to determine the need for retention or disposal.

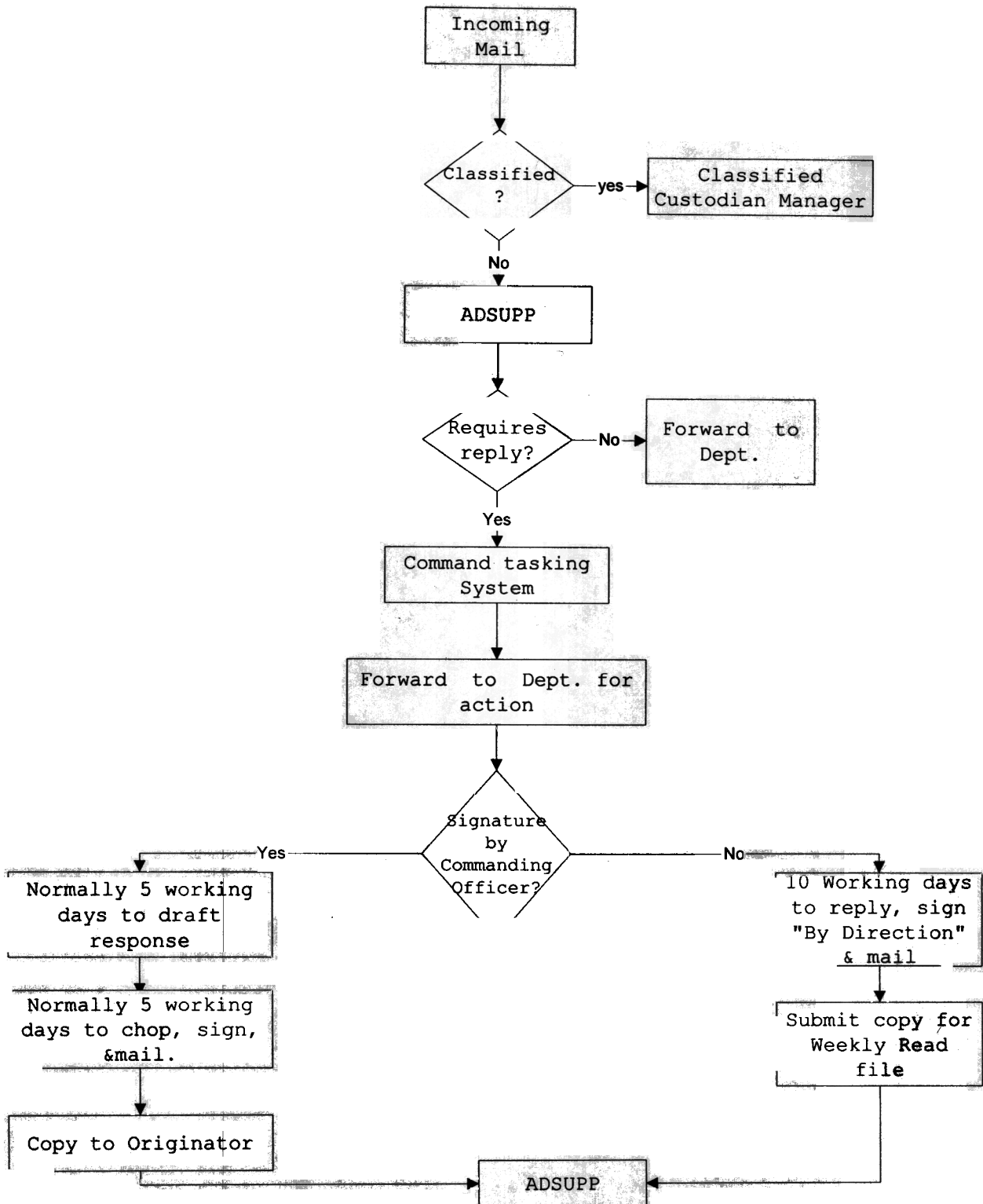


D. S. WADE

Distribution:  
List II



ROUTING FOR INCOMING MAIL FLOWCHART



ROUTING OFFICIAL NAVY CORRESPONDENCE FLOWCHART

